

ACCELERATED HEALTH CARE CAREER TRAINING INITIATIVE

**Michigan Department of
Community Health**

**Michigan Department of
Labor & Economic Growth**

Release Date:

September 1, 2006

**Regional Skills Alliance
DSH
Pre-bid Webinar Workshop
Monday, September 18, 2006
9:00 AM**

Welcome! We look forward to your participation in the upcoming Webinar.

In preparation for the Webinar, we ask that you read the following information.

- When you log onto the audio portion of the Webinar, you will hear silence, as the moderator/presenter has his/her phone on mute, as should all other participants.
- If you are logging on for a group, when prompted for your name in the sign-up screen, you may identify your group rather than an individual, i.e. ACSET or SEMCA partners.
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- If you have a virus on your computer, you will NOT be able to join the Webinar.
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- At the end of the conference, please hang up your telephone and CLOSE YOUR BROWSER WINDOW to avoid unnecessary charges.

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Primary Dial-In: 1 (800) 240-9939 (to join the audio conference call)
Passcode: 8837340#

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1. Dial the audio conference dial-in number noted above and enter the passcode as prompted.
2. Click on this meeting URL:
<http://web.meetme.net/r.aspx?p=2&a=70541545392750>
3. On the Meeting Center page, enter your name and e-mail address.
4. Click on the "Sign-in" button.*
5. Accept the Terms and Conditions and click "Join" to enter your conference.*
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1. Copy and paste the following URL in your Web browser:
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3. Click on the "Sign-in" button *
4. On the Meeting Center page, enter your name and e-mail address.
5. Click on the "Sign-in" button.*
6. Accept the Terms and Conditions and click "Join" to enter your conference.*

*Please note: It may be necessary to scroll to the lower right-hand corner of the screen to see these buttons.

Instructions

Deadline for Proposal Submission: All proposals must be received by 5:00 p.m. on October 2, 2006. Submissions may be sent via U.S. mail, overnight/express mail, or hand delivery. Facsimiles will not be accepted.

**Attn: Bonita Smith
Bureau of Workforce Programs
Michigan Department of Labor & Economic Growth
Victor Office Center, 5th Floor
201 North Washington Square
Lansing, Michigan 48913**

Proposals must be:

- 12-point type, double-spaced, single sided, 8 ½ x 11, non-glossy paper.
- 10-page limit not including attachments.
- Submit 1 original and 4 copies. No electronic copies, faxes, or emails accepted.

Questions are to be submitted to rsa@michigan.gov. Answers will be posted to the Michigan Regional Skills Alliance (MiRSA) Website at <http://www.michigan.gov/rsa>.

If any information requested in the application is missing or incomplete, the application will not be considered.

Purpose and General Information

Purpose: Accelerated Health Care Career Training Initiative (AHCCTI) that addresses health care worker shortages by increasing the number of well-trained and qualified health care workers in Michigan through accelerated training programs. (Definition of accelerated: shortened training period without affecting the quality of graduates. Example: reduction of training program from 12 months to 6 months; innovative projects for clinical placement of students.) Proposals are solicited that demonstrate the ability to decrease the time students need in the educational program, without sacrificing quality, that will result in an earlier completion of their programs (including successful licensure, where appropriate), and entry into nursing or allied health care workforce.

Projects that target individuals displaced from manufacturing jobs are highly desired.

Previously funded AHCCTI grantees may apply and must also meet the specified criteria in this RFP.

This training initiative is a collaborative effort between the Michigan Department of Community Health (MDCH) and Michigan Department of Labor & Economic Growth (DLEG).

Training Focus Areas:

- 1) Accelerated Nursing Education Programs
- 2) Accelerated Allied Health Education Programs for:
 - Pharmacy Technician
 - Physical Therapy Assistant
 - Radiography Technologist
 - Respiratory Therapist
 - Emergency Medical Technician

Total Funding: \$10 million for one year. There is a matching public funds requirement of 43.62%.

Funding Period: November 1, 2006 – September 30, 2007

Informational Webinar: September 18, 2006 (Monday) 9:00 a.m. to 11:00 a.m.

We strongly recommend all interested applicants and partners participate in this webinar. Information for this webinar is located at the MiRSA website address: www.michigan.gov/rsa

Eligible Applicants: Michigan hospitals, Michigan public community colleges and public universities, and Michigan Regional Skills Alliances (MiRSA) are eligible applicants. Applicants must demonstrate an existing partnership with a Michigan publicly funded training institution.

Eligible Training Institutions: Must be a Michigan publicly funded community college or university.

Eligible Hospital:

Michigan hospitals that have a written agreement with a partner health care related entity.

Notification: DLEG/MDCH will notify the publicly funded training institution and the hospital(s) with a decision on whether or not its proposal is approved.

Section I: Applicant and Public Training Institution Information Forms

1.

Applicant Name: (may be Training Institution, Hospital or MiRSA)

Applicant Federal I.D. Number:

Contact Person:

Title:

Contact Address, City, State, Zip Code:

Township:County:

Contact Telephone Number:

Contact Fax Number:

Contact E-mail address:

Applicant Web Address:

2.

Partnering Training Institution (Publicly Funded):

Name of Michigan public community college or university:

Address, City, Zip Code:

Contact Name and Title:

Contact telephone number:

Email Address:

Section I: Applicant and Public Training Institution Information Form continued

3. Hospital:

Name of partnering hospital:

Hospital Medicare I.D. Number:

Address, City, Zip Code:

Contact Name and Title:

Contact telephone number:

Email Address:

-Authorized Signature:

-Date:

-Name & Title:

4. MiRSA

Name of MiRSA:

Contact Name and Title:

Address, City, Zip Code:

Contact Phone Number:

Email Address:

Section II: Eligible Training Models

Four training models will be considered for funding. The first three are related to nursing and the fourth to specific allied health occupations. All four models must: a. include accelerated training that reflects a reduction in time or increased capacity for program completion; b. identify methods and/or technologies utilized to reduce the program time, be full-time programs; c. utilize advanced educational technology where appropriate; e. be an accredited program; and f. offer students an opportunity to further their educational focus through a health care career ladder. All training must be conducted by Michigan publicly funded training institutions. *(Note: It is desired that all projects seek to recruit and retain a diverse student population in order to be reflective of the diversity of the residents of that region.)*

Additional scoring points will be awarded to projects focusing on Models B and D that target displaced manufacturing workers.

Model A Certified Nursing Assistant to Licensed Practical Nurse

Programs/projects that identify qualified Certified Nursing Assistants and partner with existing community college Licensed Practical Nurse programs and hospitals or long term care facilities to recruit and train these individuals in a one-year program.

The outcome is recruitment of individuals, development of a career track to higher paying positions, a more highly trained health care workforce and retention of individuals in the health care sector who might otherwise leave health care or the workforce entirely.

Model B Accelerated Second Degree to Bachelors of Nursing and Registered Nurse [RN]

There are a number of individuals with bachelor degrees (and sometime master degrees) who have lost jobs, have been laid off, or seek to make a career change in their fields. These individuals are leaving Michigan to seek work elsewhere. Many express interest in changing to nursing careers. There are existing nursing education programs that can prepare these individuals to take the RN licensure exam after a year of full time study and work in the hospital setting.

These projects would create partnerships between baccalaureate nursing education programs and hospitals to recruit and educate these individuals.

This model would help retain a highly educated pool of individuals in Michigan and address the nursing workforce shortage. Proposals for this model may include a component for provision of monetary stipends for students to promote successful completion of the program.

Model C Expanding the Nurse Faculty Workforce

In spite of the nursing workforce shortage (in Michigan and throughout the nation) thousands of qualified applicants have been turned away from nursing programs. Nursing faculty are in greater shortage than the practicing nurse workforce.

These projects will partner bachelor's and master's prepared nurses in the hospital setting with Michigan college and university education programs to employ these nurses on a part-time basis to serve as clinical instructors or preceptors for students from the

educational partner's programs. This model will serve to relieve current faculty and may also serve as a retention strategy for hospital nurses. It is expected that this will also allow nursing education programs to open additional seats for new students.

NOTE: It is essential for programs receiving grants under this model to include a commitment from the hospital for these nurses to attend clinical instructor/preceptor training that will be offered around the state or as an on-line module.

Model D Accelerated Allied Health Programs

This model must have a specific education program under this focus that includes:

- Pharmacy Technician
- Physical Therapy Assistant
- Radiography Technologist
- Respiratory Therapist
- Emergency Medical Technician

Section III: Proposal Format

Requirement 1: Training Plan (Narrative)

A detailed training plan must be submitted for each model. Each plan must clearly list the following: projected training periods, number of trainees, program costs, and trainee contact hours in addition to the methods and technologies used to reduce program time.

Requirement 2: Training Matrix (Exhibit A)

For each training model, the appropriate training matrix must be used. A training matrix must be completed for each model submitted.

Requirement 3: MiRSA (Narrative)

Describe your relationship with your regional MiRSA. At a minimum the narrative should indicate:

- Collaboration with the public training institution.
- Their role in determining the workforce and training needs of the hospitals.
- Their assistance in bringing the employers, public training institutions, and other key partners to the table.

Requirement 4: Capability and Qualifications of Training Institution (Narrative)

The publicly funded training institutions must be able to indicate the ability to successfully administer and implement the training program. The narrative should include:

- Qualifications of the personnel to administer and implement the program. Include bio-sketches for key personnel.
- Previous experience of the publicly funded training institution with the proposed program areas.
- Documentation of accreditation for each program (where appropriate). Include the current accreditation period and name of the state or national accrediting body.

Requirement 5: Budget and Justification (Exhibit B, Budget and Narrative)

All applicants must complete in detail the attached budget form and include a narrative of justification for each budget item.

Requirement 6: Sustainability (Narrative)

The budget must support the accelerated plan during the start of the program and plans to continue to support the training program. Describe the institution's ability and plan to continue the proposed program beyond the funding period.

Section IV: Implementation

Once the proposal is approved for funding by the DLEG and the MDCH, additional information regarding funding and implementation requirements will be provided to funded projects.

This guidance will include specific cash transfer instructions related to the matching funds provided by the publicly funded training institutions. It will also include other instructions on the steps necessary to be completed prior to the execution of payments by MDCH.

Upon receipt of matching funds and completion of other instructions by the funded projects, the MDCH will transfer funds equal to 100 percent of the approved proposal's budget to the eligible partnering hospital.

Reporting Requirements

Schools must participate in surveys and projects deemed necessary by the State as a condition of funding.

Quarterly Data Progress Reports based on the State fiscal year (October 1 through September 30) are to be submitted 30 days after the end of a given quarter to the MDCH. These reports will provide a baseline of your targeted number of trainees and provide an assessment of meeting that target. Timeframe for quarters are reflected as follows:

- Quarter 1: October 1 to December 31st - Report due by January 31
- Quarter 2: January 1 to March 31st - Report due by April 30
- Quarter 3: April 1 to June 30th - Report due by July 31
- Quarter 4: July 1 to September 30th - Report due by October 31

Progress reports will consist of Exhibit A tables appropriate to the project.

A brief narrative report will be completed that reflects program accomplishments towards meeting their goal, barriers that were experienced, gaps and lapse in progress of programs, and challenges faced that may have required technical assistance (such as a Webinar).

Copies of newspaper articles, news coverage, newsletters highlighting the funded programs should be included in quarterly reports.

Final Program Summary Report will be due 30 days after the end of the fiscal year October 31, 2007.

Project reports will consist of all tables in Exhibit A in addition to providing a narrative report describing your project and outcomes as a result of this initiative.

Each funded proposal will be expected to participate in:

- Annual Events
- Regional Forums
- Technical Assistance
- Evaluations

Exhibit B

Required Budget

Line Items	Non-Match Amount	Match Amount*	Other	Total
Salaries & Fringes Instructional				
Distance Learning Instruction				
Instructional Materials & Supplies				
Assessment/Evaluation				
Trainee/Trainer Travel				
Program Development				
Equipment				
Audit				
Other (specify)				
Administration (20% max)				
Total		Must be 43.62% of Total		

*Must be general fund dollars. No federal dollars (from any source) may be used as match.

